



Team Name: Environmental Services Team Lead: Regional Manager Environmental Services Approved by: Regional Lead – Corporate Services & Chief Financial Officer	Reference Number: ORG.1910.PR.045 Program Area: Support Services Policy Section: Housekeeping
Issue Date: August 26, 2021 Review Date: Revision Date:	Subject: Operation of Rotary (Swing) Floor Machine

Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.

PROCEDURE SUBJECT:

Operation of Rotary (Swing) Floor Machine

PURPOSE:

To safely operate a floor machine.

PROCEDURE:

1. Move furniture where applicable. Do not block passageway.
2. Place “Wet Floor” signs.
3. Dry-mop floor.
4. Apply appropriate pad to the pad disc on the machine and make sure it is locked.
5. Adjust handle to hip height, unwind the cord, and plug into a receptacle.
6. Use wet mop to apply cleaning solution to the floor.
7. Wheel machine to the middle of the area and put the cord over your shoulder and place both hands on handle grips.
8. Start machine and guide it from side to side. Lift up slightly on handle to make machine go to right, down slightly on handle to go left. Let machine coast back and forth three or four feet as you slowly raise or lower handle. Keep handle close to your hips for better control.

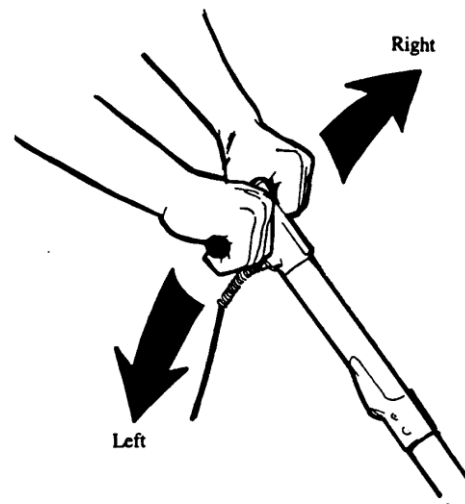
9. Guide machine in a systematic side-to-side pattern until you have covered the entire area.
10. Using a clean mop and pail wash the entire floor.
11. Once the floor is completed dried replace furniture.
12. Remove 'Wet Floor" signs.
13. Remove and clean the pad.
14. Remove pad disc from the machine for storage.
15. Clean the swing machine, wipe cord and store in the proper area.

EQUIPMENT/SUPPLIES:

- Swing Floor Machine
- Appropriate Pad
- "Wet Floor" Signs

REFERENCES:

Safe Work Procedure on the Environmental Services Collaborative Work Site or Department Manual



Caution:

If you let the machine get out at arms' length, it can run away from you. Keep the handle close to your hips.